

**ASSOCIATION OF  
GOVERNMENTS**

**Main Office**

818 West Seventh Street

12th Floor

Los Angeles, California

90017-3435

t (213) 236-1800

f (213) 236-1825

[www.scag.ca.gov](http://www.scag.ca.gov)

**Officers:** President: Toni Young, Port Hueneme •  
First Vice President: Yvonne Burke, Los Angeles  
County • Second Vice President: Gary Ovitt, San  
Bernardino County • Immediate Past President:  
Ron Roberts, Temecula

**Imperial County:** Victor Carrillo, Imperial  
County • Jon Edney, El Centro

**Los Angeles County:** Yvonne Burke, Los Angeles  
County • Zev Yaroslavsky, Los Angeles County •  
Jim Aldinger, Manhattan Beach • Harry Baldwin,  
San Gabriel • Paul Bowen, Cerritos • Tony  
Cardenas, Los Angeles • Stan Carroll, La Habra  
Heights • Margaret Clark, Rosemead • Gene  
Daniels, Paramount • Mike Dispenza, Palmdale  
• Judy Dunlap, Inglewood • Rae Gabelich, Long  
Beach • David Gafin, Downey • Eric Garcetti, Los  
Angeles • Wendy Greuel, Los Angeles • Frank  
Gurulé, Cudahy • James Hahn, Los Angeles •  
Janice Hahn, Los Angeles • Isadore Hall,  
Compton • Keith W. Hanks, Azusa • Tom  
LaBonge, Los Angeles • Paula Lantz, Pomona •  
Martin Ludlow, Los Angeles • Cindy  
Miscikowski, Los Angeles • Paul Nowatka,  
Torrance • Pam O'Connor, Santa Monica • Alex  
Padilla, Los Angeles • Bernard Parks, Los  
Angeles • Jan Perry, Los Angeles • Ed Reyes, Los  
Angeles • Greig Smith, Los Angeles • Tom Sykes,  
Walnut • Paul Talbot, Alhambra • Sidney Tyler,  
Pasadena • Tonia Reyes Uranga, Long Beach •  
Antonio Villaralga, Los Angeles • Dennis  
Washburn, Calabasas • Jack Weiss, Los Angeles  
• Bob Youssefian, Glendale • Dennis Zine, Los  
Angeles

**Orange County:** Chris Norby, Orange County •  
Christine Barnes, La Palma • John Beauman,  
Brea • Lou Bone, Justin • Art Brown, Buena Park  
• Richard Chavez, Anaheim • Debbie Cook,  
Huntington Beach • Cathryn DeYoung, Laguna  
Niguel • Richard Dixon, Lake Forest • Marilyn  
Poe, Los Alamitos • Tod Ridgeway, Newport  
Beach

**Riverside County:** Jeff Stone, Riverside County •  
Thomas Buckley, Lake Elsinore • Bonnie  
Flickinger, Moreno Valley • Ron Loveridge,  
Riverside • Greg Pettis, Cathedral City • Ron  
Roberts, Temecula

**San Bernardino County:** Gary Ovitt, San  
Bernardino County • Lawrence Dale, Barstow •  
Paul Eaton, Montclair • Lee Ann Garcia, Grand  
Terrace • Tim Jasper, Town of Apple Valley • Larry  
McCallon, Highland • Deborah Robertson,  
Rialto • Alan Wapner, Ontario

**Ventura County:** Judy Mikels, Ventura County •  
Glen Becerra, Simi Valley • Carl Morehouse, San  
Buenaventura • Toni Young, Port Hueneme

**Orange County Transportation Authority:** Lou  
Correa, County of Orange

**Riverside County Transportation Commission:**  
Robin Lowe, Hemet

**Ventura County Transportation Commission:**  
Keith Millhouse, Moorpark

559-5174/05

## MEETING OF THE

# ADMINISTRATION COMMITTEE

**Thursday, July 7, 2005**

**9:00 a.m. – 10:15 a.m.**

## SCAG Offices

**818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor**

**San Bernardino Conference Room**

**Los Angeles, CA 90017**

**213.236.1800**

If members of the public wish to review the attachments  
or have any questions on any of the agenda items,  
please contact Lisa Taylor at 213.236.1891 or  
[taylorl@scag.ca.gov](mailto:taylorl@scag.ca.gov)

Agendas and Minutes for the Administration Committee  
are also available at:

[www.scag.ca.gov/committees/ac.htm](http://www.scag.ca.gov/committees/ac.htm)

SCAG, in accordance with the Americans with Disabilities Act (ADA),  
will accommodate persons who require a modification of accommo-  
dation in order to participate in this meeting. If you require such  
assistance, please contact SCAG at (213) 236-1868 at least 72  
hours in advance of the meeting to enable SCAG to make reason-  
able arrangements. To request documents related to this document  
in an alternative format, please contact (213) 236-1868.



# ADMINISTRATION COMMITTEE

## AGENDA

PAGE #

TIME

*"Any item listed on the agenda (action or information) may be acted upon at the discretion of the Committee."*

1.0 CALL TO ORDER & PLEDGE OF ALLEGIANCE

Councilmember,  
Richard Dixon

2.0 ELECTION OF CHAIR AND VICE CHAIR

3.0 PUBLIC COMMENT PERIOD

Members of the public desiring to speak on an agenda item or items not on the agenda, but within the purview of the Committee, must fill out and present a speaker's card to the Assistant prior to speaking. A speaker's card must be turned in before the meeting is called to order. Comments will be limited to three minutes. The chair may limit the total time for all comments to twenty (20) minutes.

4.0 CONSENT CALENDAR

4.1 Approval Item

4.1.1 Approve Minutes of June 2, 2005 68  
Attachment

4.1.2 Further Activities Commemorating SCAG's 09  
40<sup>th</sup> Anniversary  
RC Attachment

4.1.3 Approval of Draft Disadvantage Business 10  
Enterprise (DBE) Goal and Methodology  
for Federal Fiscal Year (FFY) 2004-2005  
RC Attachment

4.1.4 Co-Sponsorship of UCLA's Extension Public 16  
Policy Program 2005 Arrowhead Symposium  
RC Attachment

# ADMINISTRATION COMMITTEE

## AGENDA

PAGE #

TIME

### 4.1 Approval Item (continued)

- 4.1.5 Sponsorship of Clean Cities  
Alternative Fuels Conference  
RC Attachment

19

### 4.2 Receive and File

- 4.2.1 Contracts/Purchase Orders \$5,000 to \$250,000  
RC Attachment

21

- Sapphire Technologies      \$225,000.00
- Pace Navigator              \$11,329.45
- Xerox Corporation           \$5,000.00
- General Networks  
Corporation                  \$1,500.00

## 5.0 ACTION ITEMS

- 5.1 WRCOG Request for Reimbursement  
of Indirect Cost  
RC Attachment

Heather  
Copp, CFO

45

10 minutes

**Recommended Action:** Deny WRCOG's  
request for reimbursement.

- 5.2 Shanghai Maglev Trip  
RC Attachment

Hasan  
Ikhrata,  
Director, P&P

51

10 minutes

**Recommended Action:** Maglev Task Force  
Recommends a delegation to Shanghai, China  
and Nagoya, Japan for educational, and  
exploratory experience on Maglev systems.



# ADMINISTRATION COMMITTEE

## AGENDA

---

|       |   |                                       | PAGE # | TIME       |
|-------|---|---------------------------------------|--------|------------|
| 5.0   | <b><u>ACTION ITEMS (continued)</u></b>  |                                       |        |            |
| 5.3   | <u>Proposed Memorandum of Understanding between the Reservation Transportation Authority and SCAG</u><br>RC Attachment                            | Karen Tachiki,<br>Chief Legal Counsel | 53     | 10 minutes |
|       | Recommended Action: Approve   |                                       |        |            |
| 6.0   | <b><u>INFORMATION ITEMS</u></b>   |                                       |        |            |
| 6.1   | <b><u>Personnel Committee</u></b>   |                                       |        |            |
| 6.1.1 | <u>Merit Pay Program Status Report</u><br>RC Attachment   | Debbie Dillon, HR                     | 63     | 05 minutes |
| 6.1.2 | <u>Classification/Compensation Plan Status Report</u><br>RC Attachment  | Debbie Dillon, HR                     | 66     | 05 minutes |
| 6.2   | <u>Monthly Financial Report</u><br>RC Attachment  | Heather Copp, CFO                     | 38     | 10 minutes |
| 6.2   | <u>CFO Report</u>   | Heather Copp, CFO                     |        | 10 minutes |
| 7.0   | <b><u>FUTURE AGENDA ITEMS</u></b>   |                                       |        |            |
|       | Any Committee members or staff desiring to place items on a future agenda may make such request. Comments should be limited to three (3) minutes. |                                       |        |            |
| 8.0   | <b><u>ANNOUNCEMENTS</u></b>   |                                       |        |            |
| 9.0   | <b><u>ADJOURNMENT</u></b>   |                                       |        |            |
|       | The next meeting of the Administration Committee will be held on Thursday, September 1, 2005.   |                                       |        |            |



---

## Administration Committee

June 2, 2005

### *Summary Minutes*

---

**THE FOLLOWING MINUTES ARE A SUMMARY OF ACTIONS TAKEN BY THE ADMINISTRATION COMMITTEE. AUDIO CASSETTE TAPE OF THE ACTUAL MEETING IS AVAILABLE FOR LISTENING IN SCAG'S OFFICE.**

The Administration Committee held its meeting at the Pierpont Inn and Racquet Club, Ventura, CA. The meeting was called to order by Richard Dixon, Chair, Lake Forest. There was a quorum.

#### **Members Present**

|                                 |                         |
|---------------------------------|-------------------------|
| Aldinger, Jim                   | City of Manhattan Beach |
| Baldwin, Harry                  | City of San Gabriel     |
| Clark, Margaret                 | City of Rosemead        |
| Dixon, Richard ( <b>Chair</b> ) | City of Lake Forest     |
| Garcia, Lee Ann                 | City of Grand Terrace   |
| Mikels, Judy                    | City of Simi Valley     |
| Nowatka, Paul                   | City of Torrance        |
| Roberts, Ron                    | City of Temecula        |
| Robertson, Deborah              | City of Rialto          |
| Washburn, Dennis                | City of Calabasas       |
| Young, Toni                     | City of Port Hueneme    |
| Zerunyan, Frank                 | South Bay Cities COG    |

#### **Members Not Present**

|                                  |                        |
|----------------------------------|------------------------|
| Bowlen, Paul                     | City of Cerritos       |
| Dispenza, Mike                   | City of Palmdale       |
| Loveridge, Ronald                | City of Riverside      |
| McCarthy, Keith                  | City of Downey         |
| O'Connor, Pam                    | City of Santa Monica   |
| Pettis, Greg                     | City of Cathedral City |
| Tyler, Sid ( <b>Vice Chair</b> ) | City of Pasadena       |
| Yousefian, Bob                   | City of Glendale       |

#### **New Members**

---

Administration Committee

June 2, 2005

*Summary Minutes*

---

**1.0 CALL TO ORDER & PLEDGE OF ALLEGIENCE**

Hon. Richard Dixon, Chair, Lake Forest, called the meeting to order at 9:10 a.m.

**2.0 PUBLIC COMMENT PERIOD**

None

**3.0 CONSENT CALENDAR**

**3.1 Approval Item**

3.1.1 Action Minutes of May 5, 2005

*Motion by Washburn to approve Summary Minutes, Seconded by Young, then unanimously Approved by the Committee.*

3.1.2 Contracts/Procurement Over \$250,000

- Aerial Information Systems
- Dell Inc.

3.1.3 Fulbright and Jaworski Contract

*Motion by Mikels to approve Consent Calendar, Seconded by Clark, then unanimously Approved by the Committee.*

**3.2 Receive and File**

3.2.1 Contracts/Purchase Orders \$5,000 to \$250,000

- Citigroup Technologies
- SBC
- Avaya Financial Services
- Quality Laser Cartridge

3.2.2 Monthly Financial Report

---

## Administration Committee

June 2, 2005

### *Summary Minutes*

---

#### **4.0 ACTION ITEMS**

- 4.1 WRCOG Request for Reimbursement of Indirect Cost**  
*Deferred to July at the request of WRCOG.*

- 4.2 Recommendation to Resolve Account Receivables and Funding Adjustments**  
Heather Copp requested that Committee authorize the write off of uncollected and disallowed costs. The write off will satisfy all but two pending accounts currently under appeal with MTA and Caltrans and will be carried over into next fiscal year.

*Motion by Garcia to Approve, Seconded by Mikels, then unanimously Approved by the Committee.*

#### **4.3 Personnel Committee**

- 4.3.1 Merit Pay PERS-ability for Lump Sum Payments**  
Debbie Dillon reported that the Personnel Committee recommends making lump sum payments that are part of the merit pay program subject to the CalPERS covered compensation. This will affect 20% of the workforce and does not increase the cost currently paid to CalPERS

*Motion by Mikels to Approve, Seconded by Baldwin, then unanimously Approved by the Committee.*

- 4.3.2 Retiree Medical Contribution Vesting**  
Debbie Dillon reported on a new Governmental Accounting Standards Board requirement that would necessitate SCAG to account for the costs associated with providing retiree medical benefits by determining the actuarial liability of the current retiree costs and the future liability of retiree costs each year. At this time, SCAG budgets the actual anticipated dollars toward each fiscal year's retiree medical premiums. In the interim, SCAG recommends vesting requirements for SCAG's contribution to CalPERS retiree medical benefits as follows: a) Active employees – grandfather employees under existing requirements of vesting in CalPERS; b) Prospective employees – ten years of full-time CalPERS covered SCAG service.

*Motion by Young to Approve, Seconded by Mikels, then unanimously Approved by the Committee.*

---

## Administration Committee

June 2, 2005

### *Summary Minutes*

---

#### **4.3.3 Salary Range Adjustments**

Debbie Dillon briefed the Committee on a salary survey conducted to maintain market competitiveness as outlined in the 2001 study. Recommended changes to salary ranges in the Administrative Job Family effective July 1, 2005 include:

- Executive Assistant to the Regional Council (+2.6% top of range)
- Operations Technician (+6.2% top of range)
- Sr. Administrative Assistant (+4.8% top of range)

*Motion by Mikels to Approve, Seconded by Robertson, then unanimously Approved by the Committee.*

#### **4.4 Tribal Governments**

This resolution (Resolution #05-464-1 through 16) moves forward the agreement between SCAG and the Tribal Governments. As part of the agreement SCAG will continue efforts to:

- Include the Tribal Governments in the transportation planning process
- Appoint Regional Council members to a Tribal Relations Task Force
- Develop and approve work programs to facilitate agreements with Tribal Governments

*Motion by Washburn to Approve, Seconded by Robertson, then unanimously Approved by the Committee.*

#### **5.0 FUTURE AGENDA ITEMS**

- WRCOG Request for Reimbursement of Indirect Cost
- DBE Goal Setting

#### **6.0 LEGAL COUNSEL REPORT**

- 6.1** Colin Lennard reported on the State Mandated Costs under SB90. As a result of the state commission on mandates denies SCAG reimbursement of RHNA costs. In the past, SCAG had always been reimbursed for its RHNA costs by the previous commission, State Board of Control. An appeal was made and the new commission, the decision was reviewed and determined that the COGs were not illegible for reimbursement of RHNA costs. It was recommended that SCAG file a writ of mandated with the proviso that the other COGs provide a fair share cost arrangement to support the litigation.

*Motion by Mikels to Approve, Seconded by Robertson, then unanimously Approved by the Committee.*



---

Administration Committee

June 2, 2005

*Summary Minutes*

---

**7.0 ANNOUNCEMENTS**

Heather Copp announced Lisa Taylor as new Secretary to the Administration Committee.

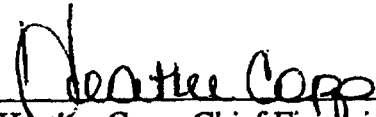
Charlie Wagner announced:

- SCAG received the annual Government Finance Officers Association award for the second year in a row.
- Approval of the ICAP audit and received a recommendation for removal from high risk

**8.0 ADJOURNMENT**

Hon. Richard Dixon adjourned meeting at 9:42a.m. The next meeting of the Administration Committee will be held at SCAG on Thursday, July 7, 2005.

Summary Minutes Approved by:

  
\_\_\_\_\_  
Heather Copp, Chief Financial Officer  
Staff to the Administration Committee